gislative File Info.
12-2310
11-14-12
12-2789.
11-14-12 1



wemo	
То	The Board of Education
From	Tony Smith, Ph.D., Superintendent By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action Vernon Hal, Deputy Superintendent, Business & Operations
Board Meeting Date (To be completed by Procurement)	11/14/12
Subject	Professional Services Contract - Kristin Papania Oakland CA (contractor, City State) Sequoia Elementary (site/department)
Action Requested	Ratification of a professional services contract between Oakland Unified School District and Kristin Papania . Services to be primarily provided to Sequoia Elementary for the period of 08/27/2012 through 06/13/2013 .
Background A one paragraph explanation of why the consultant's services are needed.	Sequoia has a persistent achievement gap between Title I students and others. Teachers need the tools to address the specific needs of low-achieving students to help them make academic progress. Kristin Papania is an English Language Arts consultant who will train teachers in additional scaffolding, intervention and ongoing assessments to monitor the progress of Title 1 students at Sequoia.
Discussion One paragraph summary of the scope of work.	A professional services contract between Kristin Papania (Oakland, CA) for the latter to provide will coach teachers to provide 563.9 hours of teacher coaching in differentiated ELA instruction for k-2 students below grade level in reading/writing. Kristin will collaborate with k-2 teachers regarding student progress. For the period of August 27, 2012 through June 13, 2012 in an amount not to exceed \$22,557.
Recommendation	Ratification of professional services contract between Oakland Unified School District and Kristin Papania Services to be primarily provided to Sequoia Elementary for the period of
Fiscal Impact	08/27/2012 through 06/13/2013 . Funding resource name (please spell out) Title 1 . EIA-SCE not to exceed \$ 22.557.00
Attachments	 Professional Services Contract including scope of work Fingerprint/Background Check Certification Commercial General Liability Insurance Certification TB screening documentation Statement of qualifications

Board Office Use: Legi	slative File Info.
File ID Number	12-2310
Introduction Date	11-19-12
Enactment Number	12-2789
Enactment Date	11-14-12 1



PROFESSIONAL SERVICES CONTRACT 2012-2013

This Agreement is entered into between the Oakland Unified School District (OUSD) and Kristin Papania (CONTRACTOR) OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in

fina to	ancial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The ties agree as follows:
1.	Services: The CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
2.	Terms: CONTRACTOR shall commence work on <u>08/27/2012</u> , or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than <u>06/13/2013</u> .
3.	Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed twenty-two thousand five hundred fifty seven dollars and no cents Dollars (\$22,557.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.
	If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.
	OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows:
	Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.
	The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.
4.	Submittal of Documents: CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
	 Individual consultants: Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
	Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
	■ Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
	 Agencies or organizations: Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
5.	Equipment and Materials: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement except:which shall not exceed a total cost of \$
6.	CONTRACTOR Qualifications / Performance of Services.
	CONTRACTOR Qualifications. CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and for regulations, as they may apply.

Notices: All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Page 1 of 6

Standard of Care. CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its

Rev. 4/11/12 v1

profession for services to California school districts.

Professi	onal Services Contract							
OL	JSD Representative:	CONTRACTOR:						
Na	me: Katia Hazen	Name: Kristin Papania						
Sit	e /Dept.:Sequoia Elementary	Title: Reading Intervention Specialist						
Ad	dress: 3730 Lincoln Ave	Address: 2837 Alida Street						
	Oakland, CA 94602	Oakland CA 94602						
Ph	one: (510) 531-6696	Phone: (510) 336-9462						
of		mailed, three days after mailing. Either party must give written notice a form that includes the name of the person providing the service, the spent on the work.						
8. In	voicing							
	voices furnished by CONTRACTOR under this Agreement musuabject to audit by OUSD.	st be in a form acceptable to OUSD. All amounts paid by OUSD shall						
1.	 Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number purchase order number, name of school or department service was provided to, period of service, number of hours of service brief description of services provided, hourly rate, total payment requested. 							
2.	Invoices from Agencies or Organizations must include evide	nce of compliance with section 19 herein:						
	i Fingerprinting of Employees and Agents: Agency or o	proganization must provide a current list of all employees, agents and						

ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

and at statement that subsequent arrest records have been requested for each person listed.

9. Status of Contractor: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person,

10. Insurance:

- 1. Commercial General Liability Insurance: Unless specifically waived by OUSD, the following insurance is required:
 - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

- CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
- 11. Licenses and Permits: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

- 12. Assignment: The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 13. Anti-Discrimination. It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
- 14. **Drug-Free / Smoke Free Policy**. No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
- 15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
- 16. Copyright/Trademark/Patent/Ownership. CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 17. Waiver: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 18. Termination: OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 19. Conduct of Consultant. CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 - 1. Tuberculosis Screening
 - 2. Fingerprinting of Employees and Agents. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial:

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

- 20. No Rights in Third Parties. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 21. OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 - Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 - Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

Rev. 4/11/12 v1 Page 3 of 6

Professional Services Contract

- 22. Limitation of OUSD Liability. Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. Confidentiality. The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. Conflict of Interest. CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

- 25. Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. Contract Contingent on Governing Board Approval: The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (https://www.epls.gov/epls/search.do)

Anticipated start date: 08/27/2012 Work shall be completed by: 06/13/2013 Total Fee: \$22,557.00

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

President, Board of Education

Superintendent or Designee

Work shall be completed by: 06/13/2013

Contractor Signature

Total Fee: \$22,557.00

Contractor Signature

Date

Secretary, Board of Education

Date

Kristin Papania

Reading Intervention Speciali

Cartified: Colonia, P. 11/5/12

Edgar Rakestraw, Jr., Secretary Board of Education

Summary of terms and compensation:

Rev. 4/1 i/12 v1 Page 4 of 6

File ID Number: 12-2310
Introduction Date: 11-14-12
Enactment Number: 12-2789
Enactment Date: 11-14-124

By:

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR'S entire Proposal is <u>not</u> made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda - Must accurately align with scope of work below.

A professional services contract between Kristin Papania (Oakland, CA) for the latter to provide will coach teachers to provide 563.9 hours of teacher coaching in differentiated ELA instruction for k-2 students below grade level in reading/writing. Kristin will collaborate with k-2 teachers regarding student progress. For the period of August 27, 2012 through June 13, 2012 in an amount not to exceed \$22,557.

		SCOPE OF W	ORK	
Kr	istin Papania will pro	vide a maximum of 5	63.90	hours of services at a rate of \$40.00 per hour for a
tota	al not to exceed \$22,557.00 . Services are anti	cipated to begin on 0	3/27/2	012 and end on 06/13/2013
1.	Description of Services to be Provide about what service(s) OUSD is purchasing and was about what service(s) output to be provided about the provided about th			f the service(s) the contractor will provide. Be specific
	grades k-2. She will spend 6 hours per day work	ting with teachers in the	ne clas	for students below grade level in reading/writing in ssroom. She will use benchmark assessments, e a week, Kristin will collaborate with k-2 teachers
2.	result of the service(s): 1) How many more O children are attending school 95% or more? 3) I many more Oakland children have access to, a	akland children are a dow many more stude and use, the health s	gradua ents ha ervices	vices of this Contract? Be specific. For example, as a sating from high school? 2) How many more Oakland ave meaningful internships and/or paying jobs? 4) How is they need? Provide details of program participation.
	Students will be able to access the core curricul proficiency. Entry assessments will be used to	um through differentia neasure growth and o ter than average prog	ted ins riteria ress ir	their reading levels and show greater than average
•	Alignment with District Strategic Pla	2. Indicate the goals	and vi	sions supported by the services of this contract.
٥.	(Check all that apply.)	i. Indicate the goals		
	Ensure a high quality instructional core	ļ		epare students for success in college and careers
	Develop social, emotional and physical healt	th		fe, healthy and supportive schools
	✓ Create equitable opportunities for learning	l	✓ Ac	countable for quality

✓ Full service community district

Rev. 6/22/11 v3 Page 5 of 6

High quality and effective instruction

Professional Services Contract

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds) Please select: Action Item included in Board Approved SPSA (no additional documentation required) – Action Item Number: 2& 7 Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off. 1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date. 2. Meeting announcement for meeting in which the SPSA modification was approved. 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.

Sign-in sheet for meeting in which the SPSA modification was approved.

Rev. 6/22/11 v3 Page 6 of 6



CERTIFICATE OF LIABILITY INSURANCE

JGJ R054

DATE (MM/DD/YYYY) 07-23-2012

THIS CERTIFICATEIS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONALINSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

PRODUCER KHOE & ASSOC INS SVCS/PHS 101169 P:(866)467-8730 F:(877)905-0457 PO BOX 33015	CONTACT NAME: PHONE (A/C, No, Ext): (866) 467-8730 FAX (A/C, No): (877) 905-045 E-MAIL ADDRESS:						
SAN ANTONIO TX 78265	INSURER(S) AFFORDING COVERAGE	NAIC#					
DAN ANIONIO IA 70205	INSURER A: Sentinel Ins Co LTD						
INSURED	INSURER B:						
UDICATA DADANIA	INSURER C:						
KRISTIN PAPANIA 2837 ALIDA ST OAKLAND CA 94602	INSURER D :						
	INSURER E :						
OMILIAND ON 74002	INSURER F:						

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE			POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)	LIMIT	S	
GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Fa posturence)	\$1,000,000 \$1,000,000	
CLAIMS-MADE X OCCUR							MED EXP (Any one person)	\$ 10,000
X General Liab	X		57 SBM ZE2024	08/26/2012	08/26/2013	PERSONAL & ADV INJURY	\$1,000,000	
						GENERAL AGGREGATE	\$ 2,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$2,000,000	
POLICY PRO- X LOC							\$	
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
ANYALTO				08/26/2012		BODILY INJURY (Per person)	\$	
ALL OWNED SCHEDULED		П	57 SBM ZE2024		08/26/2013	BODILY INJURY (Per accident)	\$	
X HIRED AUTOS X NON-OWNED						PROPERTY DAMAGE (Per accident)	\$	
							\$	
UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$	
EXCESS LIAB CLAIMS-MADE	E					AGGREGATE	\$	
DED RETENTION \$		_					\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU- OTH- TORY LIMITS ER		
ANY PROPRIETOR/PARTNER/EXECUTIVE						E.L. EACH ACCIDENT	\$	
(Mandatory in NH)	"/"					EL DISEASE - EA EMPLOYEE	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	
COUNTION OF OPERATIONS // OCATIONS / VEHICLE	D /A44	4.40	000 101 4422 48-4-6-4-6-4-6	- #	1			
	COMMERCIAL GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X General Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROPIECT X LOC AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X HIRED AUTOS X HON-OWNED AUTOS WIMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADI DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNERVEX CUTIVE OFFICE TOWNEMBER EXCLUDED? [Mendatory in NH] If yes, describe under DESCRIPTION OF OPERATIONS below	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X GENERAL LIABILITY CLAIMS-MADE X OCCUR X GENERAL LIAB GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROPIET X LOC AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X HIRED AUTOS X HIRED AUTOS X HIRED AUTOS WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mendstory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X General Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROPERTY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X HIRED AUTOS X NON-OWNED AUTOS WIMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTHER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mendatory in 1811) If yes, describe under DESCRIPTION OF OPERATIONS below	GENERAL LIABILITY COMMERCIAL GENERAL UABILITY CLAIMS-MADE X OCCUR X General Liab ST SBM ZE2024 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROPICT X LOC AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS AUTOS Y HIRED AUTOS AUTOS AUTOS AUTOS Y HIRED AUTOS X NON-OWNED AUTOS AUTOS Y HIRED AUTOS X NON-OWNED AUTOS X NON-	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X General Liab ST SBM ZE2024 08/26/2012 6EN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO X LOC AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X NON-OWNED AUTOS AUTOS X HIRED FETENTION \$ WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETORPARTNER/EXECUTIVE IMPORTATION IN NH) IT YES, describe Under DESCRIPTION OF OPERATIONS below	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X General Liab X 57 SBM ZE2024 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO X LOC AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X HIRED FENCE CLAIMS-MADE DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY N/A NY PROPRIETOR PARTNER/EXECUTIVE OFFICE/IMMEMBER EXCLUDED? (Manufdoroy in Nit) If yes, describe under	CEMERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X GENERAL LIABILITY CENT'L AGGREGATE LIMIT APPLIES PER: POLICY PROPERTY DAMAGE AUTOS X HIRED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X NON-OWNED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	

Those usual to the Insured's Operations. Certificate Holder is an Additional Insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District Attn: Risk Management 1025 2ND AVE OAKLAND, CA 94606

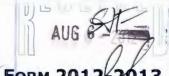
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jan Maillow







Basic Directions

Additional directions and related documents are in the School Operations Library (http://intranet.ousd.k12.ca.us)

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including The Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.

4. With	hin 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval to Procuremen
Attachment	For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
Checklist	For individual consultants: Proof of negative tuberculosis status within past 4 years.
	For All Consultants: Results page of the Excluded Party List (https://www.epls.gov/epls/search.do)
	For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
	For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
	For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

OUSD Staff Contact Emails about this contract should be sent to: (required) Katia.Hazen@ousd.k12.ca.us

					Contract	or Informa	ation					
Cont	ractor Name	Kristin Papania				Agency's	Conta	tact Kristin Papania				
OUS	D Vendor ID#	1004392	1004392			Title		Reading Specialist				
Stree	et Address	2837 Alid	2837 Alida Street			City C	akland	d		State CA	Zip 94602	
Tele	phone	(510) 336	-9462			Email (requ	iired)	juba2	15@sbcgi	obal.net		
Conf	ractor History	Previ	iously bee	en an Ol	JSD contractor?	Yes 🗌 N	No	V	orked as	an OUSD emp	loyee? 🗌 Yes 📕 No)
		Com	noneati	on and	Terms – Must	bo within	the C	nien	Rilling G	uidalinas		
Amtia	in ato distant dat		_									
	cipated start date		08/27/2	2012	Date work will e	ena (06/13/2	2013	Other	Expenses	\$	
Pay	Rate Per Hour	required)	\$ 40.00		Number of Hou	rs (required)		563.90)			
					Budget	Informati	on					
	If you are pi	lanning to mu	lti-fund a c	ontract us	sing LEP funds, ple			te and F	ederal Offic	ce <u>before</u> comple	eting requisition.	
R	esource #	Resource Na	ame		Oi	g Key				Object Code	Amount	
	3010	Title 1			1514	1850101				5825	\$ 3,880.00	
	7090	EIA-SCE			1514	1859101				5825	\$ 18,677.00	
										5825	\$ 0.00	
R	equisition No). (required)	R0301	764		То	tal Co	ntract	Amount		\$ 22,557.00	
				Appro	val and Routing	(in order o	f app	roval s	tens)		- 0	
	_			serv	vices were not prov	ided before a	PO wa	as issue	ed.		s that to your knowledge	
V	OUSD Admi	nistrator ver	ifies that	this veno	lor does not appe	ear on the E	xclude	ed Parl	ies List (h	tps://www.epls	.gov/epls/search.do)	
	Administrator /	Manager (Ori	iginator)	Name	Katia Hazen	Phone		Phone	(510) 531-6696			
1.	Site / Departr	partment			Sequoia Elementary Fax			Fax	(510) 531-6611			
	Signature	1/17	lle	me	n			Date	Date Approved 7–23–12			
											Community Partnerships	
2.	Scope of work	k indicates co	mpliant us	e of restri	cted resource and i	s in alignmer	nt with	school s	site plan (SF	PSA)		
۷.	Signature	Suparas and Date Approved 8/8/12						12,				
	Signature (if using multiple restricted resource) Date Approved 2/2/1/2											
	Regional Execu		V	W	XX	X C				V	1	
3.					with reeds of depar ribed in the scope		ool site					
	Signature	do	de E	Pt				Date	Approved	10/	5/12	
4	Deputy Superin	tendent Inst	ructional	Leadersh	ip / Deputy Super	intendent B	usines	s Oper	ations C	onsultant Aggrega	te Under □, Over □\$50,0	100
4.	Signature	Marie		Sa	ntes			Date	Approved	8-	27-12	
5.	Superintendent	, Board of E	ducation	Signature	on the legal contra	act						
	I Poquired if not			1.				Posson			Data	



Date Received

PO Number

Procurement